

## **CITY OF FRESNO**

310019

### **AIRPORTS PLANNING MANAGER**

#### **DEFINITION**

Under administrative direction, administers FAA regulations, develops and manages programs related to facility planning, capital improvement projects, federal grant management, environmental planning, security requirements and noise abatement.

#### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Director of Aviation. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

#### **DISTINGUISHING CHARACTERISTICS**

The Airports Planning Manager coordinates and directs all activities and personnel involved in the implementation and completion of projects and contracts including but not limited to design, scheduling, construction, business expansion or retention, legal procedures, budget, and construction compliance. This class is distinguished from Airport Project Supervisor in that incumbents of the latter perform less complex and highly technical work and may provide supervision to lower-level personnel. The increased responsibility and difficulty of assignments differentiate this class from Airport Project Supervisor. This is an unclassified position in which the incumbent serves at the will of the Director.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Manages, organizes, coordinates, and monitors activities and functions in the design and development of projects within the Fresno Air Terminal, Fresno Chandler Downtown Airport, and other redevelopment areas on airport property and other services as may be necessary for airports operations; works in cooperation with other departments and outside agencies, contractors, and design professionals.

Analyzes and prepares written reports on program and project performance using qualitative analyses, diagrams and other project management techniques; develops program and project budgets, schedules, work plans, labor utilization, and cost estimates/projections; prepares reports to the City Council related to project administration and award of construction contracts.

Supervises airports Noise Compatibility Program through design and construction and assigned personnel involved in a wide variety of capital projects at City airport facilities.

Works cooperatively with other City employees and private organizations to facilitate project implementation and completion; manages, coordinates, and develops public capital improvement programs and private development projects; obtains necessary permits and clearances and ensures regulatory compliance.

Participates in the negotiation of development contracts with private developers, contractors, and design professionals; meets with community representatives and developers to review proposed projects and activities.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Plans, coordinates, supervises, and evaluates the performance of airport technical and clerical personnel.

Prepares and recommends policy statements, administrative procedures, and code changes relating to engineering functions.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

The principles and practices of engineering, architecture, or related field.

The principles and practices of public administration, municipal and private sector budgeting, accounting, and finance methods.

Project development, scheduling, monitoring, control systems, and modern methods as they pertain to public works construction.

FAA airport criteria, design requirements, and familiar with FAA Advisory Circulars, and related City codes, policies, standards and practices.

Engineering mathematics, computer assisted design and drafting software, Geographical Information Systems software, Database software, and Project Management software.

The principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

**Skills to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Interpret information accurately and make decisions according to existing laws, regulations, and policies.

Carry out assignments given in general terms, exercise considerable independent judgment in the performance of assigned tasks, and apply acceptable economic development planning and evaluation techniques.

Use and interpret graphical information such as construction plans, schematic drawings, wiring diagrams, flow charts, layouts, other visual aids, and electronic project management applications.

Research, compile, analyze, and draw sound conclusions from technical and other complex data.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials and to make clear and persuasive oral presentations.

Establish and maintain positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**MINIMUM QUALIFICATIONS**

**Experience:**

Four years of responsible supervisory experience in administering FAA regulations, urban development, redevelopment, capital improvement, construction projects, or related field.

**Education:**

Bachelor's Degree from an accredited college or university with major course work in business administration, urban planning, architecture, engineering, construction management, economics, or a related field.

**Special Requirements:**

License as an Architect or Registration as a Professional Engineer is required. California License/Registration is required within six (6) months of appointment. Possession of a valid Class C California driver's license at time of appointment.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_